

CHAPTER 3

PERSONNEL SUPPORT

In chapter 2, you read about Navy enlisted ratings. Do you now see how all the different ratings provide for the overall utilization of enlisted personnel in support of the Navy's mission? Do you also recognize how the Navy's ratings provide for the specialties and occupations the Navy must have to support its goals? Can you also see how changes in the Navy's goals will result in manpower changes in the future? In your career, you will become directly involved in dealing with and processing these changes.

As a Personnelman (PN), you will perform numerous clerical and personnel administrative duties associated with manpower utilization and personnel support. You will maintain personnel records, prepare reports, and accomplish accounting and management procedures for your command. You will also counsel enlisted personnel concerning Navy ratings, training, advancement, educational opportunities, and the requirements, rights, benefits, and advantages of a Navy career. To do your job effectively, you must be able to make use of the appropriate authoritative publications and directives and understand the procedures you should use to administer to and account for the personnel at your command.

This chapter discusses some important personnel support areas with which you will be involved. In this chapter, you will read about why you should be familiar with the Navy Enlisted Classification (NEC) system and how you will use the NEC codes to monitor, update, and maintain personnel records and report manpower utilization information for your command. You will also learn how to process enlisted personnel action requests, hardship discharge requests, and humanitarian reassignment requests. You will read about the processing and issuing procedures for various identification cards (ID) and meal passes. Although this chapter will cover several important areas, it will not cover all the facets of personnel support you will encounter in your career. You will find additional information on other aspects of this broad category in the remaining chapters of this training manual (TRAMAN).

After reading the information in this chapter, you should be able to describe the purpose, structure, and codes of the NEC structure and the procedures you

should use for processing recommendations for assignment or cancellation of NECs. You should also be able to recognize the correct procedures for processing enlisted personnel action requests, hardship requests, and humanitarian reassignment requests. You should be able to describe the purpose of the Geneva Conventions ID cards and the procedures you should use for verifying and processing applications for other armed forces ID cards. Also, you should be able to explain the use of meal passes and the correct procedures for typing, issuing, and accounting for them.

NAVY ENLISTED CLASSIFICATION SYSTEM

In chapter 2, you read about the occupational specialties associated with each individual Navy rating. Now, let's look at the NEC system and how the NEC codes figure into your responsibilities as a PN.

The Navy Enlisted Occupational Classification System consists of three major subsystems: (1) the enlisted rating structure, (2) the NECs, and (3) special qualifications.

In chapter 2, you read about the first subsystem, the enlisted rating structure, and how it consists of rates and ratings that form the framework for enlisted career development and how it is also used as an administrative tool to identify the primary qualifications of every enlisted member in the Navy.

The second subsystem, the NECs, supplements the enlisted rating structure by providing codes that identify special knowledge and skills required in specific billets or manpower authorizations. The NEC codes provide a more specific identification of personnel and manpower requirements and go beyond the general scope of the enlisted rating structure. The third subsystem, special qualifications, identifies highly specialized qualifications that go beyond the scope of the requirements of an individual rating.

NEC CODES

As part of the NEC system, the NEC codes identify a nonrating-wide skill, knowledge, aptitude, or

qualification that must be documented to identify both people and billets for management purposes.

The NEC coding system facilitates management control over enlisted skills by identifying billets and personnel and enhancing efficient use of personnel in distribution and detailing. In cases where NECs reflect special training, inventories of coded billets and coded personnel are also the basis for planning and controlling input of personnel into formal courses that earn NECs.

Consequently, the continuing enlisted strength of the Navy, particularly petty officer allocations, and funds authorized for rating and specialty training depend, to an increasing extent, on the accuracy, thoroughness, and timeliness of NEC coding. Personnel required to support ratings and special programs must be identified by the correct combinations of rates and/or NECs.

AUTHORITIES AND RESPONSIBILITIES

The authority and responsibilities for NEC codes reach from the Chief of Naval Personnel (CHNAVPERS) to the personnel offices of individual commands.

Chief of Naval Personnel

CHNAVPERS is responsible for the formulation and implementation of the NEC coding system and for maintaining technical control over the entire NEC system.

Commanding Officer, Naval Reserve Personnel Center

The Commanding Officer, Naval Reserve Personnel Center (NRPC), is responsible for administering the NEC coding system for enlisted personnel not on active duty. The Chief of Naval Reserve and the Naval Reserve Readiness commanders continually monitor NEC coding efforts by inspections and through the Reserve Field Reporting System (RESFIRST). This includes certification (where appropriate to the Commanding Officer, NRPC) of PN-2612 and rating conversion NEC assignments and cancellations.

Commanding Officer, Enlisted Personnel Management Center

The Commanding Officer, Enlisted Personnel Management Center (EPMAC), in coordination with

CHNAVPERS, is responsible for effective use of NEC information in the distribution, placement, and detailing of enlisted personnel.

Commands Conducting Courses of Instruction

Commands conducting courses of instruction that award NECs are responsible for reporting NEC qualifications on students.

Enlisted Classification Units

Enlisted classification units, under the technical direction of CHNAVPERS, are responsible for reviewing NECs, correcting defense grouping (DG) codes where necessary, and recommending coding assignments or cancellations directly to EPMAC (Code 52) or NRPC, as appropriate.

All Commands

All commands are responsible for carrying out the following actions according to the *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*, volume 2, NAVPERS 18068:

- Making sure only personnel in proper source ratings are afforded training in NEC specialties
- Making recommendations for NEC identification of billets in their manpower authorizations
- Assigning or changing DG NECs and recommending assignment or cancellation of all other NECs

As a PN, you may be responsible for using NEC codes to update or report personnel records at your command. For this reason, you should be able to identify specific NEC codes.

TYPES OF NAVY ENLISTED CLASSIFICATIONS

Types of NECs with which you, the PN, must be familiar are the entry series, rating series, special series, alphanumeric, numerical, and planning NECs.

Entry Series NECs

Entry series NECs consist of rating conversion and occupational area—DG NECs.

RATING CONVERSION NECS.— Rating conversion NECs identify aptitudes and qualifications that are not discernible from rates alone. They are assigned to identify petty officers or identified strikers who are in training for change of rating or status under approved programs.

OCCUPATIONAL AREA—DEFENSE GROUPING NECS.— Occupational area—DG NECs relate to groups of ratings for which there is an identification requirement. Refer to figure 3-1 and note the DG NECs, occupational area titles, and ratings included in each area. These DG NECs appear as codes DG-9700 through DG-9780, which reflect the location of Navy ratings in the *Department of Defense Occupational Conversion Manual, Enlisted*. The third digit in these codes specifies the Department of Defense (DOD) occupational area grouping code used in the *DOD Occupational Conversion Manual*. U.S. Navy (USN) and U.S. Naval Reserve (USNR) personnel in paygrades E-1 through E-3 (not already “rating associated” by Hospital Corpsman (HM) or Dental Technician (DT) apprenticeship rates or by striker identification) are assigned an appropriate DG NEC that identifies and indicates that these individuals have received training, are in training, or have aptitude for training in the areas identified by the DG code.

As a PN, you may be responsible for changing these codes and reporting these personnel changes for your command. For example, if you are attached to a ship or a squadron and a certain individual is allowed to strike for a particular rating, you must change the DG NEC to reflect this change. Suppose there is a Seaman aboard your ship with DG-9700 NEC who is allowed to strike for PN. In this case, you must change the DG-9700 NEC to DG-9750, reflecting the new occupational area. You must prepare a diary entry following guidelines in the *Diary Message Reporting System Users' Manual* (DMRSMAN), EPMAC, New Orleans, Louisiana, Document No. 1080#1 UM-O1A, and make an appropriate page 4 entry.

Rating Series NECs

Rating series NECs relate to a limited number of specific ratings. Rating series NECs identify special or unique billet requirements beyond the skill and knowledge that the general rating would provide. When assigned to an individual, rating series NECs show that the person has obtained certain skills or knowledge and is qualified for detailing to a billet requirement.

Special Series NECs

Special series NECs have the same purpose as rating series NECs but, in general, relate to an unlimited

DG Codes	Occupational Area Titles	Ratings Included in Each Area
DG-9700	Infantry, Gun Crews, and Seamanship Specialists	BM, QM
DG-9710	Electronic Equipment Repairmen	ST, TM, FT, MT, ET, DS, AT, CTM, OTM, FC
DG-9720	Communications and Intelligence Specialists	OS, SM, RM, IS, AC, AW, OT, OTA, EW, CTI, CTO, CTR, CTT
DG-9730	Medical and Dental Specialists	HM, DT
DG-9740	Other Technical and Allied Specialists	DM, MU, EA, AG, PH
DG-9750	Functional Support and Administration	PC, YN, PN, DP, SK, DK, JO, AZ, AK, LN, NC, CTA, RP
DG-9760	Electrical/Mechanical Equipment Repairmen	GM, MN, IM, OM, MM, IC, CM, AD, AO, AB, EN, BT, EM, AE, AM, PR, AS, GS
DG-9770	Craftsmen	LI, MR, HT, PM, ML, CE, EO, BU, SW, UT, DC
DG-9780	Service and Supply Handlers	SH, MA, MS

Figure 3-1.—Occupational area—defense grouping NECs, occupational area titles, and ratings included in each area.

number of ratings. The special series NECs are Special Series General and Special Series Explosive Ordnance Disposal (EOD), SEAL, and DIVER. Refer to the glossary for more information concerning the EOD, SEAL, and DIVER special series areas.

Alphanumeric NECs

Alphanumeric NECs are used to identify discrete skills and training levels when justified by the complexity of training and management requirements. Alphanumeric NECs require dedicated personnel support to monitor and manage them because of the intricacies of coordinating resources and support systems. Therefore, recommendations for alphanumeric NECs must be submitted by the appropriate commands only through warfare or resource sponsors. Also, these recommendations should be submitted only after a development process has taken place that has completely addressed all the elements required to make the program successful. These elements include the following:

- Development of a training structure, in cooperation with appropriate training program coordinators
- A definite plan or program for tracking the inventory or requirements and personnel assets
- A commitment from the warfare or resource sponsor to provide dedicated support personnel to management and monitoring of the program

Numerical NECs

NECs that are not included in the rating series or special series are grouped under Fleet Ballistic Missile, Nuclear, Aircrew, and Aircraft Systems Maintenance and are considered to be numerical NECs.

Planning NECs

Planning NECs are NECs approved for planning purposes only and are listed in chapter V of the *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*, volume 2, NAVPERS 18068. These NECs may be used in conjunction with Navy training plans, in developing planned training courses, and in other applicable long-range projects. Planning NECs may be written in manpower authorizations to project requirements and be used for other planning purposes. Planning NECs are not assigned to personnel.

Appropriate commands should submit requests for planning NECs to the Officer in Charge, Navy Occupational Development and Analysis Center (NODAC), via the chain of command. A request must include a proposed title, a ready-for-training date (actual or estimated), billet paygrades, and point of contact. Commands should submit requests to convert approved planning NECs to rating or special series NECs 120 days before the date the NEC is to be awarded (for example, 120 days before the completion of the initial course or factory training). For additional information on the requirements for establishing new NECs, refer to appendix A of volume 2 of NAVPERS 18068.

NEC SEQUENCING

Enlisted personnel on active duty may earn multiple NECs, but only five are listed in the Enlisted Distribution and Verification Report (EDVR). The first two NECs listed in the EDVR are the primary (PNEC) and the secondary (SNEC). They are found in sections 1 through 4. The remaining NECs held by an individual are found in section 8 of the EDVR. Earned NECs are maintained on Bureau of Naval Personnel (BUPERS) and EPMAC master tapes for detailing, placement, and distribution of enlisted personnel.

A sequence code number is assigned to each NEC. This facilitates central control of NEC assignments by allowing computer programmed instructions to position NECs as primary, secondary, or lower positions. Sequence code numbers range from 1 to 8 and only one sequence code number is assigned to an NEC. You can find the NEC sequence code numbers in appendix C of volume 2 of NAVPERS 18068.

Entry series NECs are assigned code number 1. All other rating and special series NECs are assigned sequence code numbers 2 through 8. The lowest sequence code number has the highest priority. For example, sequence 2 takes precedence over sequence 3. In cases where an individual earns two or more NECs with the same sequence code number, the NEC code for which the individual has most recently qualified takes precedence. This general rule applies except in unusual circumstances wherein the cost of training or course length requirements may take precedence over the most recently acquired code.

APPLICABLE COURSES AND ON-THE-JOB TRAINING

Formal courses of instruction, satisfactory completion of which will earn a member an NEC, are listed in appendix C of volume 2 of NAVPERS 18068, with the applicable NEC. If a formal course is mandatory for earning an NEC, it will be shown in appendix C. This appendix also shows when an NEC may be awarded through on-the-job training (OJT) or factory training. Refer to appendix C for additional information on recommending personnel for NECs based on OJT.

ASSIGNMENT AND CANCELLATION OF NECs

Personnel are automatically assigned NECs on satisfactory completion of applicable courses through the Navy Integrated Training Resource and Administration System (NITRAS). This ensures faster NEC assignment and reduced paperwork at the command level.

NECs earned through OJT and factory training are not automatically assigned. This means increased command attention is required to recommend fully qualified personnel for these NECs. In cases where NEC assignments are not restricted to mandatory completion of applicable courses or factory training, recommendations can and should be forwarded for assignment of NECs based on OJT. Although the length of OJT is normally at the discretion of individual commanding officers (COs), usually 6 to 12 months, depending on the complexity of the NEC, should be considered minimum. Specific requirements for NECs are listed in appendix C of volume 2 of NAVPERS 18068. COs must make sure, besides OJT experience, these specific requirements, including any component NECs, are successfully completed.

Individuals must either hold or be qualified to hold the component NECs. To recommend active and inactive duty personnel for an NEC, your command must use the *Navy Enlisted Classification (NEC) Change/Recommendation*, NAVPERS 1221/1. A blank sample of a NAVPERS 1221/1 is shown in figure 3-2.

When planning to recommend new NEC assignments, your command should review the qualifications for the NECs presently held and then provide comments. This is especially important when a positive requirement exists for maintaining NEC

qualifications according to established criteria; for example, in the case of Aircrewman qualifications.

Close command attention is required for recommending cancellations of NECs. A command must recommend cancellations of NEC assignments in cases where enlisted personnel do not perform their NEC duties satisfactory. Normally, this should be done within 6 months after reporting aboard. Failure to recommend NEC cancellation may result in unqualified or unsatisfactory performers being reassigned under the NEC. This, in turn, can result in manning or readiness problems for a new command or a failure to assign sufficient qualified personnel in the current command.

If assigned to prepare an NEC code change, you must always follow the instructions on the back of the NAVPERS 1221/1, as shown in figure 3-2, or those in appendix B of volume 2 of NAVPERS 18068, to make sure all requirements are met. Also refer to appendixes C and D of NAVPERS 18068, volume 2, for additional requirements on the completion and submission of this form.

INSTRUCTIONS FOR ASSIGNING NECs

When notified of changes, individual commands should record these changes by making the appropriate page 4 service record entries.

Active Duty Personnel

In the case of active duty personnel, the individual command will be notified by receipt of the NAVPERS 1221/1. The command should then record these changes by making page 4 service record entries using award date indicated on the NAVPERS 1221/1. As a PN, you may be assigned this responsibility. It is, therefore, imperative that you maintain copies of all submitted NAVPERS 1221/1s requesting NECs on file so you can track them.

Inactive Duty Personnel

For inactive duty personnel, drilling units are notified by receipt of the NAVPERS 1221/1. The command should then record these changes by making page 4 service record entries using the last day of the month in which the NEC was approved as indicated on the NAVPERS 1221/1.

Many of your responsibilities in personnel support will involve the reporting of information, either for an individual or for the command. As a PN, you will be required to be familiar with numerous forms in the

NAVY ENLISTED CLASSIFICATION (NEC) CHANGE/RECOMMENDATION (Directions on Reverse Side)			REFERENCE NAVPERS 18068F VOLUME II	
TO:		SERIAL:	DATE:	
VIA:		1. SOCIAL SECURITY NO.		
FROM: <div style="border: 1px solid black; width: 150px; height: 80px; margin: 10px;"></div>		2. NAME (LAST, FIRST, MI.):		
		3. RATE/RATING:		4. COMPONENT:
				<input type="checkbox"/> REGULAR <input type="checkbox"/> RESERVE
		5. RESERVE CLASSIFICATION:		
		<input type="checkbox"/> TAR <input type="checkbox"/> OTHER		
		<input type="checkbox"/> SELRES		
6. NEC ACTION RECOMMENDATION:				
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> AWARD OF NEC: <input type="checkbox"/> ON THE JOB TRAINING <input type="checkbox"/> CIVILIAN JOB EXPERIENCE <input type="checkbox"/> COURSE COMPLETION <small>NOTE: IF AWARDING AN NEC BASED ON COURSE COMPLETION, COMPLETE APPROPRIATE PARTS OF BLOCK 7 BELOW.</small> </div> <div style="width: 30%;"> <input type="checkbox"/> CHANGE OF DISTRIBUTABILITY: <input type="checkbox"/> FAILURE TO RECERTIFY <input type="checkbox"/> SUBSTANDARD PERFORMANCE <input type="checkbox"/> DROPPED FROM PRP <input type="checkbox"/> LOSS OF SECURITY CLEARANCE <input type="checkbox"/> MEDICAL REASONS <input type="checkbox"/> NON-VOLUNTEER <input type="checkbox"/> OTHER (EXPLAIN BELOW) </div> <div style="width: 30%;"> <input type="checkbox"/> RESTORE DISTRIBUTABILITY: <input type="checkbox"/> COMPLETED RECERTIFICATION <input type="checkbox"/> PROVEN PERFORMANCE <input type="checkbox"/> REINSTATED IN PRP <input type="checkbox"/> SECURITY CLEARANCE REINSTATED <input type="checkbox"/> MEDICAL REASONS <input type="checkbox"/> OTHER (EXPLAIN BELOW) </div> </div>				
7. NEC AND COURSE INFORMATION:				
NEC	CDF	CIN	COURSE COMPLETION DATE (YYMM)	RECOMMENDED AWARD/CHANGE DATE YYMM
_ _ _ _	_ _ _ _	_ _ _ _ _ _ _ _ _	_ _ _ _	_ _ _ _
_ _ _ _	_ _ _ _	_ _ _ _ _ _ _ _ _	_ _ _ _	_ _ _ _
R-TRACK			_ _ _ _	_ _ _ _
_ _ _ _ _ _ _ _ _ (USNR-R ONLY)			_ _ _ _	_ _ _ _
8. ADDITIONAL JUSTIFICATION: 				
9. CLASSIFICATION COORDINATOR (USNR-R Only)		DATE	10. SIGNATURE OF CERTIFYING OFFICER	
11. FIRST ENDORSEMENT FROM: _____ <input type="checkbox"/> APPROVED: Page 4 Service Record entry is to be made upon receipt. <input type="checkbox"/> DISAPPROVED				

NAVPERS 1221/1 (REV 6-92) 3/N 0106-LF-012-7500

86NP0041

Figure 3-2.—Navy Enlisted Classification (NEC) Change/Recommendation, NAVPERS 1221/1.

INSTRUCTIONS FOR COMPLETION OF NAVPERS 1221/1 (REV 6-92)

THE USE OF THIS FORM IS RESTRICTED TO NAVAL ACTIVITIES REPORTING NAVY ENLISTED CLASSIFICATION (NEC) DATA FOR INCLUSION INTO THE AUTOMATED PERSONNEL SYSTEMS. THE FORM REPLACES THE OLD 1221/1 AND COMBINES IT WITH THE 1220/1 TO SUPPORT REPORTING OF NEC DATA FOR MEMBERS OF BOTH REGULAR AND RESERVE COMPONENTS OF THE NAVY.

FORWARDING DATA TO:

REGULAR COMPONENT USN

COMMANDING OFFICER
EPHAC (CODE 52)
NEW ORLEANS, LA 70159-7900

RESERVE COMPONENT USNR(TAR)

COMMANDING OFFICER
EPHAC (CODE 52)
NEW ORLEANS, LA 70159-7900

RESERVE COMPONENT USNR-R (SP1RES)

COMMANDING OFFICER
NAVAL RESERVE PERSONNEL CENTER (CODE 22E)
NEW ORLEANS, LA 70149-7800

NOTE: (1) USNR MUST GO VIA: APPROPRIATE NAVAL RESERVE READINESS COMMAND/CENTER (FOR SURFACE ACTIVITIES) AND NAVAL RESERVE ACTIVITIES (NRA FOR AVIATION ACTIVITIES).

BLOCK #

1.-5. MEMBER INFORMATION:

SSN - SELF EXPLANATORY.
NAME - LAST NAME, FIRST NAME, MIDDLE INITIAL.
RATE/RATING - EXAMPLE: DP2, ETCS.
COMPONENT - CHECK APPROPRIATE BOX.
RESERVE CLASSIFICATION - MEMBERS OF REGULAR COMPONENT LEAVE THIS BLANK.
MEMBERS OF RESERVE COMPONENT CATEGORY CHECK APPROPRIATE BOX.

6. NEC ACTION RECOMMENDATION: CHECK THE APPROPRIATE BOX. ONLY IDENTICAL TRANSACTIONS MAY BE REPORTED ON A SINGLE FORM. WHEN MULTIPLE ACTIONS ARE BEING RECOMMENDED FOR DIFFERENT REASONS, SEPARATE FORMS MUST BE SUBMITTED.

EXAMPLES OF WHEN MULTIPLE CHANGES CAN BE MADE ON A SINGLE FORM:
- MULTIPLE NECs BEING AWARDED ON THE SAME BASIS (E.G. COURSE COMPLETION)
- NECs BEING CHANGED TO NON-DISTRIBUTABLE FOR THE SAME REASON (E.G. MEDICAL REASONS)
- NECs BEING REINSTATED FOR THE SAME REASON (E.G. SECURITY CLEARANCE REINSTATED)

NOTE: (1) PRIOR TO SUBMITTING THIS FORM TO AWARD A NEC, VERIFY THAT SECTION 8 OF THE CURRENT ENLISTED DISTRIBUTION VERIFICATION REPORT (EDVR) DOES NOT ALREADY REFLECT THE NEC.
(2) IF AWARDING A PRINCIPAL NEC, LIST THE COMPONENT NEC(S) IN BLOCK 9, THAT ARE CURRENTLY NOT DISPLAYED IN SECTION 8 OF THE EDVR, WITH CDP, CIN, GRADUATION DATE AND SUPPORTING DOCUMENTATION.

CHANGE OR RESTORE DISTRIBUTABILITY OF NEC - CHECK THE APPROPRIATE BOX TO INDICATE THE REASON FOR CHANGING DISTRIBUTABILITY. DOCUMENTATION MUST BE INCLUDED IN THE REQUEST. SAMPLES OF DOCUMENTATION THAT MUST BE INCLUDED ARE EVALUATIONS, MEDICAL REPORTS, PAGE 13, ETC. THE REMOVAL OF A NEC CAN AFFECT A MEMBER'S FUTURE ASSIGNMENTS, SPECIAL PAY, AND IN SOME CASES ADVANCEMENT OR RETENTION.

7. NEC AND COURSE INFORMATION:

NAVY ENLISTED CLASSIFICATION (NEC) - THE NEC FOR WHICH ACTION IS RECOMMENDED.

COURSE DATA PROCESSING CODE (CDP) - THE CDP IS USED BY THE ENLISTED MASTER FILE (EMF) AND THE INTEGRATED MILITARY PERSONNEL DATABASE (INPD) TO DOCUMENT COURSES COMPLETED BY A MEMBER. THE CDP IS NOT CURRENTLY USED BY THE INACTIVE MANPOWER AND PERSONNEL MANAGEMENT INFORMATION SYSTEM (INAPMIS), THEREFORE CDP DATA IS NOT REQUIRED FOR MEMBERS DESIGNATED USNR-R.

COURSE IDENTIFICATION NUMBER (CIN) - THE CIN OF THE COURSE THE MEMBER ATTENDED, MUST BE FILLED IN, IF THE NEC WAS AWARDED BASED ON FORMAL TRAINING UNDER THE AUSPICES OF CNET. REFERENCE THE CATALOG OF NAVY TRAINING COURSES (CANTRAC).

RESERVE TRAINING TRACK (R-TRACK) - FOR USNR-R, THE R-TRACK SHOULD BE INCLUDED IN THE SPACE PROVIDED, IN ADDITION TO COURSE NUMBER FOR THE LAST COURSE IN THE R-TRACK PIPELINE WHICH SHOULD BE REPORTED IN THE APPROPRIATE CDP/CIN BLOCK(S).

NOTE (1) LEAVE ALL COURSE INFORMATION BLANK IF:
- NEC WAS EARNED VIA OJT
- RECOMMENDING REMOVAL OF A NEC
- RECOMMENDING REINSTATEMENT OF A NEC (UNLESS BASED ON COMPLETION OF REFRESHER TRAINING)
(2) WHEN REPORTING A NEC BASED ON COURSE COMPLETION, A COPY OF THE GRADUATION CERTIFICATE MUST BE SUBMITTED AS AN ENCLOSURE TO THIS FORM.

RECOMMENDED AWARD/CHANGE DATE - DATE ON WHICH THE MEMBER EARNED THE NEC OR DATE DISTRIBUTABILITY CHANGED FOR THE MEMBER. A NEC IS CONSIDERED "DISTRIBUTABLE" WHEN A MEMBER COULD NORMALLY BE ASSIGNED TO A BILLET REQUIRING USE OF THAT SKILL IN ACCORDANCE WITH CURRENT DISTRIBUTION POLICY. ONLY WHEN ALL THE NECs ARE BEING AWARDED/CHANGED FOR THE SAME REASON, CAN A SINGLE FORM BE USED.

8. JUSTIFICATION - A BRIEF STATEMENT OF WHY THE REQUEST IS BEING SUBMITTED, ADDITIONAL JUSTIFICATION MUST BE INCLUDED WHEN THE "OTHER" BLOCK IN EITHER OF THE DISTRIBUTABILITY SECTIONS HAS BEEN SELECTED. THE AGENCIES AUTHORIZED TO AWARD, REMOVE, OR REINSTATE A NEC ARE CNET VIA NITRAS, EPHAC, OR MRPC VIA COMMANDING OFFICER'S RECOMMENDATION OR SPECIAL RESEARCH PROJECTS.

9. CLASSIFICATION COORDINATOR - REQUIRED FOR USNR-R ONLY.

10. SIGNATURE OF CERTIFYING OFFICER - AUTHORITY TO CERTIFY ROUTINE AWARD OF NECs MAY BE DELEGATED TO PERSONNEL OFFICERS. HOWEVER, CHANGES TO DISTRIBUTABILITY MUST BE CERTIFIED BY THE COMMANDING OFFICER OR OFFICER IN CHARGE.

NOTE: THIS FORM IS NOT TO BE USED FOR DISTRIBUTION NEC (DNEC) CHANGE PROPOSALS.

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Figure 3-2.—Navy Enlisted Classification (NEC) Change/ Recommendation, NAVPERS 1221/1—Continued.

personnel office and the procedures for completing these forms. In the following section, you will read about your role in processing the Enlisted Personnel Action Request, NAVPERS 1306/7.

ENLISTED PERSONNEL ACTION REQUESTS

The Enlisted Personnel Action Request, NAVPERS 1306/7, is a form that provides a standard Navywide format for submission of requests to higher authority. Figure 3-3 shows you a blank sample of this form.

AUTHORIZED USES

The NAVPERS 1306/7 is used to request any program, school, or reassignment to special duty when a particular requesting format has not already been specified. This form is designed to present higher authority with all pertinent information necessary to properly assess and impartially judge the merits of the request contained therein. The key to the proper use of this form is—use the NAVPERS 1306/7 only when a specific form has not been designated for the particular request.

PROCESSING PROCEDURES

One of your responsibilities may be to type and verify the information on this form based on information contained in a member's service record. It is imperative that personal data such as social security number (SSN) and name be verified for accuracy. Be aware that multiple requests on the same form are not allowed. The NAVPERS 1306/7 must be submitted in duplicate. The copies from duplicating machines must be suitable for microfilming.

Endorsement Requirements

Another one of your responsibilities while processing the NAVPERS 1306/7 is to type the CO's endorsement. COs are enjoined to ensure inclusion of all pertinent information in their endorsement to an individual's request.

Your first task will be to type the rough endorsement. You will receive the rough endorsement from the division officer or the department head. After you have typed it in the correct format, the rough endorsement should be sent further up the chain of command for approval.

Later, you will type the approved endorsement on the back of the NAVPERS 1306/7. However, you should wait until the rough endorsement has been reviewed and approved by the CO or his/her designated representative. Once the endorsement has been approved, you will type the endorsement in the space provided on the back of the form. The following items should be included in an approved endorsement:

- Physical qualifications (if appropriate).
- Required service record entry.
- Substantiation of any waiver request.
- School quota (held/not held).
- Specific statement concerning ineligibility or other rationale for negative recommendations.
- Command endorsement concerning member's (and dependents if on an accompanied tour) suitability for continued overseas service according to chapter 4 of the *Enlisted Transfer Manual* (ENLTRANSMAN) and the *Suitability Screening for Overseas Assignment*, OPNAVINST 1300.14.

Other Clerical Requirements

When you are typing the NAVPERS 1306/7, make certain the information on the form is complete, current, and verified for accuracy.

The following list describes some actions you can take to make certain the NAVPERS 1306/7 is completed and submitted properly. If not completed correctly, these items may result in an inappropriate or delayed response to the request. Check the following sections for accuracy:

- From line: Primary and secondary NECs must be included.
- To line: Address to a specific cognizant BUPERS code (if known).
- Privacy Act statement: Make sure the member signs the Privacy Act statement.
- Evaluation marks: In addition to evaluation marks required for personnel E-4 and below, you should include marks assigned to members in any paygrade that have been submitted in the past 60 days.
- COs signature: "By direction" signature is not desired if the NAVPERS 1306/7 is specifically requesting a waiver of eligibility criteria.

FROM: _____
TO: _____
VIA: _____
REF: _____
ENCL: _____

DATE: _____

REC (P/SEC): _____

DUTY PHONE (A/DP/PH): _____
HOME PHONE: _____

DESIGNED THE PRIME: _____
OTHER: _____

TRANSFERS REQUESTED OR IN THE PAST (LIST TRANSFER FROM ETC.):

DESIGNED THE PRIME	CHANGES 1ST (1771/ARJA)	2ND (1771/ARJA)	3RD (1771/ARJA)
_____	_____	_____	_____

REASON FOR REQUEST/AMPLIFYING INFORMATION OTHER REQUEST:

UPON APPROVAL OF THIS REQUEST I WILL ACQUIRE NECESSARY OBLIGATED SERVICE: _____ YES _____ NO

IF COST TRANSFER IS NOT FEASIBLE I WILL ACCEPT TRANSFER AT NO COST TO THE GOVERNMENT: _____ YES _____ NO

DO YOU HAVE ANY OTHER REQUESTS PENDING ACTION IN BUPERS E.G. FLEET RESERVE NAVS SCHOOLS ETC.: _____ YES _____ NO

HAVE YOU PREVIOUSLY SUBMITTED THIS REQUEST: _____ YES _____ NO IF YES EXPLAIN ON REVERSE SIDE

PRIVACY ACT STATEMENT: The authority to request this information is contained in 5 USC 301. The purpose of this information is to enable you to make known your request for the release of information to the public. The information will be used to serve officials and employees of the Navy. If the Navy is determining your request may be granted. Completion of the form is mandatory except for duty and home phone numbers. Failure to provide requested information may result in delay or denial of your request.

NAVYERS 1306.7 (REV 4-88) SIGN 0108-17-013-0037

ENLISTED PERSONNEL ACTION REQUEST

DATE: _____

REC (P/SEC): _____

DUTY PHONE (A/DP/PH): _____
HOME PHONE: _____

DESIGNED THE PRIME: _____
OTHER: _____

TRANSFERS REQUESTED OR IN THE PAST (LIST TRANSFER FROM ETC.):

DESIGNED THE PRIME	CHANGES 1ST (1771/ARJA)	2ND (1771/ARJA)	3RD (1771/ARJA)
_____	_____	_____	_____

REASON FOR REQUEST/AMPLIFYING INFORMATION OTHER REQUEST:

UPON APPROVAL OF THIS REQUEST I WILL ACQUIRE NECESSARY OBLIGATED SERVICE: _____ YES _____ NO

IF COST TRANSFER IS NOT FEASIBLE I WILL ACCEPT TRANSFER AT NO COST TO THE GOVERNMENT: _____ YES _____ NO

DO YOU HAVE ANY OTHER REQUESTS PENDING ACTION IN BUPERS E.G. FLEET RESERVE NAVS SCHOOLS ETC.: _____ YES _____ NO

HAVE YOU PREVIOUSLY SUBMITTED THIS REQUEST: _____ YES _____ NO IF YES EXPLAIN ON REVERSE SIDE

PRIVACY ACT STATEMENT: The authority to request this information is contained in 5 USC 301. The purpose of this information is to enable you to make known your request for the release of information to the public. The information will be used to serve officials and employees of the Navy. If the Navy is determining your request may be granted. Completion of the form is mandatory except for duty and home phone numbers. Failure to provide requested information may result in delay or denial of your request.

NAVYERS 1306.7 (REV 4-88) SIGN 0108-17-013-0037

Figure 3-3.—Enlisted Personnel Action Request, NAVPERS 13067.

- Originator's return address: Make sure the originator's return address is properly filled in on the reverse side of the NAVPERS 1306/7. The majority of all requests are responded to by returning the original document with the appropriate blocks marked by the cognizant authority.

- CO's endorsement typed on the back of the form.

- A signed copy of the NAVPERS 1306/7 for your tickler file and the member's service record. When your command receives an answer to the member's request, you must make sure you inform the individual promptly. Pull the tickler file copy and destroy it. Forward a courtesy copy to the individual's department head for his or her information.

FORWARDING OF REQUESTS

All requests should be processed and forwarded to the cognizant assignment control authority (ACA).

Requests by nondesignated personnel must be sent directly to EPMAC. Be aware of the following exceptions to this rule:

- Submarine volunteer requests must be submitted directly to the BUPERS (PERS 403B3).

- Selective Conversion and Reenlistment (SCORE) program, Selective Training and Reenlistment (STAR) program, or Lateral Conversion program requests must be submitted directly to BUPERS (PERS 291), whether the command endorsement is favorable or unfavorable. (Ineligible members should be informed, in person, of the reason of their ineligibility, by their division officer or leading petty officer.)

RESUBMISSION OF REQUESTS

Although resubmissions are by no means discouraged, consideration should be given to the number of administrative offices between the cognizant authority and the originating command. Replies to requests are understandably governed by administrative processing time required at each office in the chain of command. In view of the large volume of correspondence processed by each of those offices, the possibility of a member's request being lost is an unfortunate reality.

It is always a good idea to communicate with the cognizant ACA to inquire about a member's request when it is suspected that the request was lost. Do this

before resubmitting the request. You can communicate with the ACA by telephone, letter, fax, or message.

When a reasonable length of time has passed since the original submission and no reply has been received, the member should resubmit the request.

CANCELLATION OF REQUESTS

Before receiving a final reply, a letter or message by your command should be used to cancel any request that has been submitted on a NAVPERS 1306/7 and is no longer considered valid. This requirement is specifically intended to eliminate the possibility of a request for cancellation of a previous request being included in the content of a subsequent NAVPERS 1306/7 that indicates new desires.

LIMITATIONS ON USE OF THE ENLISTED PERSONNEL ACTION REQUEST

Although the NAVPERS 1306/7 provides a standard format for a request, there are limitations on its use. A good PN can recognize these limitations.

To begin with, the title of this form is misleading. Although the title Enlisted Personnel Action Request, NAVPERS 1306/7, implies universal application to requests of any nature, in many cases use of the form is incorrect. As a general guideline, the NAVPERS 1306/7 should be used to request any program, school, reassignment, or special duty for which a particular requesting format is not already specified. The bottom line is—do not make the mistake of using the NAVPERS 1306/7 in place of a form that has been specifically designated for a particular purpose.

USING THE ENLISTED DUTY PREFERENCES FORM VERSUS THE ENLISTED PERSONNEL REQUEST FORM

The most common misuse of the NAVPERS 1306/7 is, for example, using this form to make an unsubstantiated request for reassignment. Unless an individual has sufficient justification to warrant reassignment before his or her projected rotation date (PRD), the Enlisted Duty Preferences, NAVPERS 1306/63, should be used instead of the NAVPERS 1306/7 to make sure the member's desires are properly brought to the attention of the cognizant detailing authority. Instructor duty requests should also be submitted via the NAVPERS 1306/63. A blank sample of this form is shown in figure 3-4.

Figure 3-4.—Enlisted Duty Preferences, NAVPERS 1306/63.

3-11

Preparation instructions for the NAVPERS 1306/63 are contained in chapters 2 and 25 of the ENLTRANSMAN, NAVPERS 15909E. You will read about some other forms you should use for personnel requests in the following section.

HUMANITARIAN REASSIGNMENT REQUESTS

Detailing authorities are aware of the hardships that Navy families encounter and of the additional aggravation imposed by long absences of the service members from their families. Emergency leave frequently provides sufficient time to ease such hardships. There are times, however, when individuals will need more time than leave can provide to resolve a hardship. In these cases, reassignment for humanitarian reasons may be requested.

If time is an important factor in a member's hardship, the need for prompt handling is evident. COs can render assistance by setting up an internal screening process to decide whether a request for humanitarian assignment is warranted. This screening process, tailored to the individual command's size, should evaluate the case, provide command assistance when needed, and recommend required action. Individuals such as chaplains, doctors, senior officers, and petty officers should be involved in the screening process. When a request for humanitarian assignment is warranted, the preparation of the request must be screened for clarity, accuracy, and comprehensiveness to prevent delays in administrative processing.

The Humanitarian Assignment/Hardship Discharge section of BUPERS (PERS 40HH) controls humanitarian assignment requests within BUPERS. A board consisting of senior petty officers and officers considers all cases on an individual basis. The final decision is based solely on the information and/or documentation submitted. It should be noted that a request for reassignment is not disapproved just because a member is needed in his or her assigned duties.

BASIC CRITERIA FOR DETERMINING HUMANITARIAN/HARDSHIP SITUATIONS

A member's request must show that the hardship meets the criteria set forth in chapter 18 of the ENLTRANSMAN. These criteria are as follows:

- A severe hardship exists, not normally encountered and/or resolved by other members of the naval service.
- The hardship occurred or has been excessively aggravated since the service member has been serving on active duty.
- The problem affects the service member's immediate family.

NOTE: Immediate family is defined as a spouse, son, daughter, stepchild (if the stepchild is, in fact, dependent on the member), parent, brother, sister, stepparent, or other person acting in an *in loco parentis* status for a period of 5 years before the member became 21 years of age, or any bona fide dependent to the service member. In-laws are not considered members of the immediate family solely by virtue of their relationship as in-laws.

- There are no other family members or relatives capable of providing necessary assistance.
- The member has made every reasonable effort to ease the hardship and it cannot be reasonably eased by leave (including emergency leave if the member is overseas), correspondence, power of attorney, or by the intervention of professional people such as lawyers, counselors, clergy, and doctors.
- The member's presence is required for specific reasons other than for morale or financial purposes alone.
- The hardship is resolvable within a reasonable period.

The member must show that his or her request meets all these criteria and not just one or two specific requirements. In addition to these criteria, the board will also consider special circumstances.

SPECIAL CONSIDERATIONS

Certain circumstances, involving members of the applicant's family, normally warrant special consideration by BUPERS when it is proved that the member's presence in a specific area is essential to ease problems and it can be anticipated that the problem is solvable within a reasonable period. Some of these circumstances are as follows:

- The death of the applicant's spouse or child

- Divorce, when the member has a final divorce decree and has court-awarded physical custody of the children and needs time to make arrangements for their permanent care

NOTE: The service member must be able to comply with the *U.S. Navy Single Sponsor/Military Couple with Dependent(s) Dependent Care Policy*, OPNAVINST 1740.4.

- Severe illness (physical or mental), as a result of which the affected person has been hospitalized or is scheduled to be hospitalized

These are just a few examples of special circumstances. There may be other exceptions to the regulations that BUPERS may consider. These exceptions are ultimately determined by BUPERS.

HUMANITARIAN/HARDSHIP REASSIGNMENTS NOT CONSIDERED

Now that you have read about some of the criteria and circumstances for which a member's request for a humanitarian/hardship reassignment may be approved, let's look at some examples of reasons for which a member's request would not be approved. Humanitarian requests based only on the following reasons are not considered within the scope of chapter 18 of the ENLTRANSMAN and are not approved:

- For financial or business reasons (including the operation of a family business)
- For indebtedness
- For the sole reason of being a single parent

NOTE: If the care of young children becomes a problem, the possibility exists that the active duty person may be considered for a hardship or parenthood discharge.

- For personal convenience
- For the purpose of attending to or assisting in-laws, grandparents (other than those individuals acting *in loco parentis*), or other persons not identified as immediate family
- For the purpose of children being in school (exceptions are made for children requiring specialized education)
- For part-time employment of the member or employment of the spouse
- Because the member has bought or owns a home

- Because of the member's physical or mental condition

Many requests submitted to BUPERS are not approved because the reasons in the requests are not sufficient or they do not show hardship.

SUBMISSION OF REQUESTS

Requests for humanitarian reassignment from all enlisted personnel are addressed to BUPERS (PERS 40HH) with a copy (less enclosures) to EPMAC. Requests from enlisted training and administration of reserve (TAR) personnel must be sent to BUPERS (PERS 40HH) with a copy (less enclosures) NRPC. The via addressee is the command assisting the service member in submitting the request.

A member's request could very well be approved and eventually temporary duty for humanitarian assignment orders could be issued. The following section discusses what should happen when the hardship is eased or ceases to exist before the expiration of the member's temporary duty.

REPORTING WHEN HARDSHIP IS EASED OR CEASES TO EXIST BEFORE EXPIRATION OF TEMPORARY DUTY

When the hardship ceases to exist or has been eased before completion of the period of temporary duty assigned, the activity where the member is assigned for the temporary duty humanitarian assignment (TD HUMS) submits an availability report to the ACA that originally assigned the member to TD HUMS.

As a PN, you may become involved in this process. You may be assigned to type the availability report on the member. To do this correctly, you must refer to chapter 20 of the ENLTRANSMAN.

REASSIGNMENT OF MEMBER AT EXPIRATION OF TEMPORARY DUTY HUMANITARIAN ASSIGNMENT

Members on TD HUMS are considered for reassignment approximately 1 month before the scheduled completion of their temporary assignment. The activity having members on board interview these members 6 weeks before their respective PRDs to decide if the hardship has been resolved. The activity does this before submitting the availability report to the ACA who assigned the TD HUMS.

As a PN, you may become initially involved in the humanitarian/hardship reassignment process in the counseling stage. You may be the person who initially counsels members desiring to make humanitarian/hardship reassignment requests. Members will usually come to the personnel office to inquire about the requirements for requesting a humanitarian reassignment. You must provide these members with all the pertinent information they need in addition to any administrative assistance.

In counseling these members, remember to consult chapter 18 of the ENLTRANSMAN. This chapter will give you additional information on procedures for urgent hardship cases, assignment flexibility for members serving on both sea and shore duty, minimum period of assignment, extension of TD HUMS, special instructions for administration of members on TD HUMS, order-writing requirements, supporting statements required for a basic letter request, contents of a basic request, information on the CO's endorsement, and more. In all cases, refer to chapter 18 of the ENLTRANSMAN for the most current information concerning reassignments for humanitarian reasons.

HARDSHIP DISCHARGE REQUESTS

Navy personnel often encounter hardships while serving on active duty. These members may request separation from the naval service provided they meet the criteria set forth in the *Naval Military Personnel Manual* (MILPERSMAN), Article 3620210. We will talk about some of these criteria in the following paragraphs.

The first step for an individual who wishes to request separation from the naval service based on hardship is to request separation from the special court-martial convening authority (SPCMCA) within his or her own chain of command. The member must be in either a permanent duty (PERMDU) or temporary duty (TEM DU) status, but not on temporary additional duty (TEMADD).

An eligible member who does not have an additional service obligation may be discharged. An eligible member who has an additional service obligation under any provision of law may be transferred to the Naval Reserve (if otherwise eligible) and released to inactive duty. If the person is already a member of the Naval Reserve, he or she may be released to inactive duty to serve the remainder of the obligated service.

A member of the Naval Reserve who is serving on inactive duty may be transferred to the Individual Ready Reserve (IRR) or Standby Reserve when the hardship prevents the member's participation in the Selected Reserve but not his or her mobilization. In cases when hardship prevents mobilization, the member may be discharged.

In cases of members on inactive duty, each case must be approved by the appropriate SPCMCA. In every case, the decision of whether a hardship discharge should be granted is at the discretion of the SPCMCA. Once a request is approved and completed, it must then be sent to CHNAVPERS (PERS 913). Understand that no member has an absolute right to request discharge from the Navy due to hardship. Each case must meet specific criteria.

HARDSHIP DISCHARGE CRITERIA

The member's request must show that the hardship meets the following criteria:

- A severe hardship exists that is not normally encountered and/or resolved by other members of the naval service.
- The hardship affects the service member's immediate family. The immediate family is defined as spouse, son, daughter, stepchild, parent, brother, sister, or other person including a stepparent acting in *loco parentis* for a period of 5 years before the member became 21 years of age, or any bona fide dependent of the service member. In-laws and grandparents are not considered to be members of the immediate family solely by virtue of their relationship as in-laws or grandparents.
- The hardship is not of a temporary nature and cannot reasonably be expected to be resolved within the near future by use of leave (including emergency leave if the member is overseas) or a period of TEMDU for humanitarian reasons to better the situation.
- The hardship has occurred or has been severely aggravated since the member's entry into the service.
- The member and family have made every reasonable effort to ease the hardship.
- There are no other family members or relatives nearby who are capable of providing the necessary assistance.
- The discharge or release of the member will result in the reduction of the hardship.

These are the conditions under which a member may request and possibly receive a separation from service based on hardship. If a member's reasons for requesting a hardship discharge do not fall within these criteria, the request will likely be denied. Other conditions, such as the ones we will discuss in the following paragraphs, will also cause the request to be denied.

REASONS UNDER WHICH A MEMBER MAY NOT BE SEPARATED

Except under extraordinary circumstances as determined by the SPCMCA, separation according to the MILPERSMAN, Article 3620210, is not authorized when the member is under charges or confined. Additionally, separation is not authorized solely for the following reasons:

- Financial or business reasons (including the operation of a family business unless the business is the sole income of the family and there are no other family members capable or willing to operate it).
 - Indebtedness.
 - Personal convenience.
 - The member's physical or mental health.
- Moral support to an immediate family member whose life expectancy is estimated by the attending physician to be less than 6 months. (In this situation, a request for humanitarian reassignment should be sent following guidelines contained in chapter 18 of the ENLTRANSMAN, NAVPERS 15909.)
- Custody battles or divorce proceedings.

When the member's request is based on any of these conditions, the request for hardship separation will likely be denied.

In each case, the SPCMCA is charged with closely examining the reasons for which members request separation based on hardship. The SPCMCA is not allowed to use the following two conditions as the sole reasons to deny a member's request for separation based on hardship:

1. The member is required in his or her assigned duties.
2. The member is indebted either to the government or to an individual.

Neither of these two conditions can be used by an SPCMCA as the sole reason to deny a member's request

for a hardship separation. Although SPCMCA's are charged with closely monitoring special entitlement programs such as the selective reenlistment bonus (SRB), an SPCMCA cannot deny a member's request for a hardship separation based solely on the fact that the government would fail to recoup entitlement monies. Other conditions, such as the ones described in the following section, also warrant special consideration by the SPCMCA.

CIRCUMSTANCES THAT WARRANT SPECIAL CONSIDERATION

Extraordinary circumstances involving members of the applicant's family normally warrant special consideration when it is proved that the member's presence is essential to ease the hardship. The following list contains some examples of special circumstances:

- The death of, or final divorce from, a spouse where the member is left as sole parent of a minor child or children, and other arrangements cannot be made for their continued care, and the member cannot continue at present duties and properly care for them. (To be eligible for separation in this situation, the member must be a single parent serving on [or under orders to] sea duty or be in a deployable status and have a final divorce decree with permanent physical custody of children awarded).
- The long-term physical or mental illness of the spouse that does not allow the member to perform duties as assigned and the member's continued presence is required. (Whether the mental illness of the member's spouse is severe enough to warrant a hardship discharge is a decision within the discretion of the appropriate SPCMCA.)
- As a result of the disability or death of a parent, and the separation of the member from the Navy is essential for the financial and physical support of a member or members of the family. (Undue hardship does not necessarily exist solely because of altered present or anticipated income. Consideration must be given to social security, disability payments, other federal and state assistance programs, and any other income or assets of the member or other family members.)

As a PN, you should be aware of the conditions that will be considered when a member is planning to request a separation based on hardship. In your career, you will likely counsel members on the proper

procedures they should follow to request a hardship separation.

COUNSELING MEMBERS CONCERNING HARDSHIP DISCHARGES

Enlisted personnel who desire to request separation for hardship reasons should be informed of the proper procedures to follow. You maybe the PN assigned this responsibility. If you are responsible for counseling members in this area, you should first explain the following facts to each member regarding his or her request for a hardship separation:

- The request must be submitted via official channels.
- Submission of a request is no assurance that the discharge or release to inactive duty will be authorized.
- The decision for separation is within the sole discretion of the appropriate SPCMCA.

Next, explain to the member that each request is carefully and sympathetically considered and the final decision is based on its individual merits. Also explain that once a request for a hardship discharge is approved by the appropriate SPCMCA, the request is irrevocable except in the most unusual circumstances.

You should also explain that if the hardship discharge is approved and that he or she later indicates a desire to have the SPCMCA rescind the approval of the hardship discharge, that he or she must submit a request for cancellation of discharge authority to the appropriate SPCMCA via official channels. This request must state how the hardship has been eliminated and must include affidavits attesting to this fact.

ACTIVITY ASSISTING MEMBER WITH HARDSHIP REQUEST

A written request for separation for hardship must be addressed to the appropriate SPCMCA. In unusual circumstances, members in an authorized leave status may submit requests for hardship discharge. To speed the procedure, the nearest naval activity should submit the request to the SPCMCA with the assisting command's synopsis included in its endorsement.

All requests must be accompanied by affidavits verifying the hardship claim. The preparing activity should immediately inform the member's parent command of the pending request and ask for a leave extension, if warranted. Otherwise, the provision for

no-cost TEMADD orders, as defined in chapter 18 of the ENLTRANSMAN, maybe used.

As a PN, you should provide the member with all the administrative assistance he or she may need in completing the request. Make sure you, the member, and all concerned individuals in the chain of command review the request and all applicable enclosures for accuracy and completeness before submitting the request to the SPCMCA.

The MILPERSMAN, Article 3620210, displays the format for requesting a hardship discharge and identifies the required documents that must be included as part of this type of request. Always review the MILPERSMAN, Article 3620210, when preparing these requests.

In addition to various request forms, a PN working in a personnel office will likely perform tasks involving the processing and issuing of ID cards and meal passes. In the following section, we will talk about these topics.

GENEVA CONVENTIONS IDENTIFICATION CARDS

According to Article 4620100 of the MILPERSMAN, NAVPERS 15560C, the "Geneva Conventions of 12 August 1949 for the Protection of War Victims" provides for the issuance of ID cards to persons who are in situations in which they are at risk of becoming prisoners of war. As a PN, you are responsible for recognizing the different ID cards associated with the Geneva Conventions, their documentation requirements, and your associated responsibilities. You will most likely encounter these ID cards when you are doing separations since their retrieval is required.

DD FORM 528

The United States implemented the Geneva Conventions provision by issuing a special Geneva Convention Card, DD Form 528, in addition to the Armed Forces Identification Card, DD Form 2N (ACT or RES), to personnel assigned to areas in which they may become prisoners of war. Today, the current DD Form 2N (ACT or RES) includes all the requirements imposed by the Geneva Conventions, so the provision for active duty members to carry a separate DD Form 528 has been eliminated. Today, an active duty member who is captured should show his or her DD Form 2N (ACT) to the capturing authorities but should not surrender it. For reservists on active duty serving a period of less than 30 days, DD Form 2N (RES) serves

the same purpose. Although DD Form 528 is no longer issued, you must still be made aware of it.

DD FORM 1934

The Geneva Conventions also contain provisions for medical, religious, and auxiliary medical personnel to carry special ID bearing distinctive emblems. To comply with this requirement, the United States issues a special Geneva Conventions Identity Card for Medical and Religious Personnel Who Serve in or Accompany the Armed Forces, DD Form 1934. Figure 3-5 shows the front and back of an intentionally voided DD Form 1934.

DD Form 1934 is issued in addition to DD Form 2N (ACT) to active duty medical, dental, auxiliary medical, or religious personnel. These medical and religious personnel include the following categories:

- Officers in the Medical Corps, Medical Service Corps, Nurse Corps, Dental Corps, and Chaplain

FRONT

BACK

86NP0045

Figure 3-5.—Conventions Identity Card for Medical and Religious Personnel Who Serve in or Accompany the Armed Forces, DD Form 1934.

Corps, and auxiliary chaplains employed by the armed forces

- Enlisted HMs and DTs

Members who are issued DD Form 1934 should be aware that this form is not intended to be used to authorize or certify eligibility for (or render) any military benefits, privileges, or logistics support.

The DD Form 1934 is prepared for all naval medical and religious personnel ordered to ships, operational aircraft squadrons employed in operations outside the continental United States (CONUS), or activities outside the United States. It is issued before these personnel undertake travel outside of the United States or before their ship is deployed. Once issued, this card must be retained on the person at all times.

When ships, aircraft squadrons, or members return to the United States, each DD Form 1934 is taken by the CO and/or his or her representative and filed in that member's service record for possible future use. It should be placed in an envelope clearly indicating its content. In cases when deployment outside the United States is irregular and sporadic, the form may be retained by the member at all times. Upon separation, the DD Form 1934 is retrieved from the member and destroyed by the separating activity.

As a PN, you will most likely come across DD Form 1934 when you are doing separation. If you are responsible for doing separations and a member has a DD Form 1934 in his or her possession, make sure you make a page 13 entry indicating that the form has been destroyed.

Although you must be aware of the Geneva Conventions IDs and your associated responsibilities, you will encounter these IDs much less frequently than you will the armed forces ID cards.

ARMED FORCES IDENTIFICATION CARDS

Whether you are stationed aboard a ship or a personnel support activity detachment (PERSUPPET), you most likely will be involved in typing applications for the issuance of armed forces ID cards. It is possible that by now you are preparing these forms using a computer, where as before you were required to type them on a typewriter. Then again, it is also possible that your command has not yet obtained a computer system that contains the format for typing the ID card applications and you are still using a typewriter to prepare them.



Figure 3-6.—Real-Time Automated Personnel Identification System (RAPIDS) computer used to access DEERS by personnel at PERSUPPDETs.

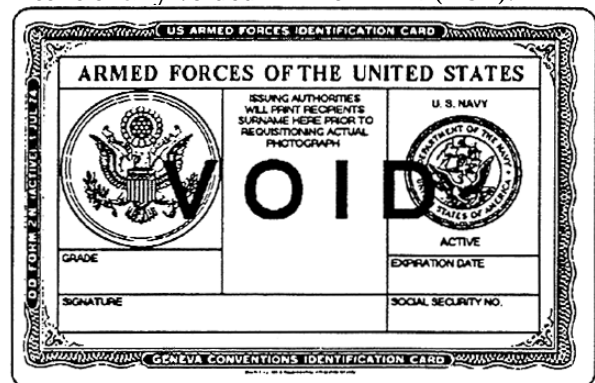
If you are working in the Identification Cards section of the PERSUPPDET and have access to the Defense Enrollment Eligibility Reporting System (DEERS) through the Real-Time Automated Personnel Identification System (RAPIDS), you will type these forms into this computer system. Figure 3-6 shows you a RAPIDS computer.

In the following sections, we will discuss the general requirements for issuing armed forces ID cards to active duty members, Naval Reserve or inactive duty members, members entitled to retired pay, dependents, and authorized civilians.

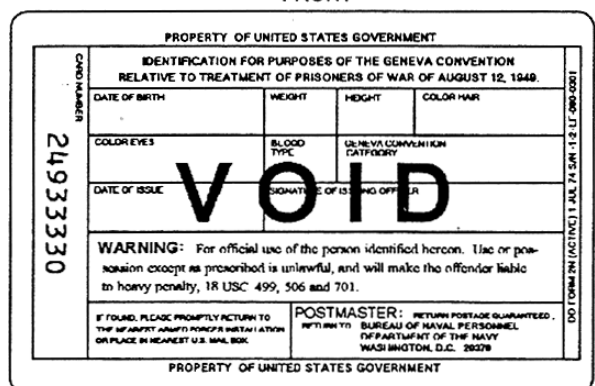
MEMBERS ON ACTIVE DUTY

The Armed Forces Identification Card, DD Form 2N (ACT), is printed in green security-type ink. It is issued to assist identification of the bearer as a member of the armed forces serving on extended active duty and to serve as identification for purposes of Article 17, Geneva Conventions relative to the Treatment of Prisoners of War. It is not a pass. This card is the property of the United States and must be carried by all officers and enlisted members on extended active duty at all times. If required by proper military authority, it must be surrendered for identification or investigation, or while the bearer is in disciplinary confinement. Refer to figure 3-7,

which shows you the front and back of an intentionally voided DD Form 2N (ACT).



FRONT



BACK

86NP0046

Figure 3-7.—Armed Forces Identification Card, DD Form 2N (ACT).

The DD Form 2N (ACT) maybe photocopied when necessary to facilitate administrative requirements such as admission to medical facilities, check cashing, or administering military-related benefits to eligible beneficiaries. Any person willfully altering, damaging, lending, counterfeiting, or using this card in any unauthorized manner is subject to penalties prescribed under 18 *United States Code* (U.S.C) 499, 507, or 701.

Lending or giving DD Form 2N (ACT) as collateral for the return of property or equipment used in, or provided by, civilian or naval recreation activities is not authorized.

To be issued an ID card, the member must have in his or her possession a properly completed Application for Uniformed Services Identification Card/DEERS Enrollment, DD Form 1172. This form can be obtained at the activity that maintains the active duty member's service record. Figure 3-8 shows you a sample of a

Read Privacy Act Statement on reverse prior to completing this form.

MARK HERE FOR GUARD OR RESERVE PRE-ENROLLMENT →		APPLICATION FOR UNIFORMED SERVICES IDENTIFICATION CARD DEERS ENROLLMENT				Form Approved OMB No. 0704-0028 Expires Aug 31, 1990	
SECTION I SPONSOR INFORMATION	1. NAME (Last, First, Middle)		2. SEX	3. SSN (or SAG)	4. STATUS	5. BR OF SERVICE	
	6. PAY GRADE	7. RANK	8. GEN CAT	9. TYPE OF CARD ISSUED	10. ID NO.	11. LAST UPDATE (YYYYMMDD)	12. UIC
	13. CURRENT RESIDENCE ADDRESS				14. SUPPLEMENTAL ADDRESS INFORMATION		
	15. CITY		16. STATE	17. ZIP CODE	18. COUNTRY	19. UIC	20. HOME TELEPHONE NO (Include Area Code)
	21. DATE OF BIRTH (YYYYMMDD)	22. BLOOD TYPE	23. COLOR EYES	24. COLOR HAIR	25. HEIGHT	26. WEIGHT	27. MEDICARE
	28. ELIG ST/AC EFF DATE (YYYYMMDD)	29. CARD EX/ELIG END DATE (YYYYMMDD)	30. PRIVILEGES AUTHORIZED (Enter correct abbreviation AFTER privilege)			31. END ELIG REASON	
			MC MS C T EU EL				
	32. NAME (Last, First, Middle)		33. SEX	34. RELATIONSHIP	35. SSN	36. ID NO	
	37. LAST UPDATE (YYYYMMDD)		38. V/I	39. CURRENT RESIDENCE ADDRESS		40. SUPPLEMENTAL ADDRESS INFORMATION	
	SECTION II DEPENDENT INFORMATION	41. CITY		42. STATE	43. ZIP CODE	44. COUNTRY	45. HOME TELEPHONE NO (Include area code)
47. MBI		48. STU	49. INCAP	50. MEDICARE	51. COLOR EYES	52. COLOR HAIR	53. HEIGHT
54. WEIGHT		55. DATE OF MARRIAGE (YYYYMMDD)	56. ELIG ST/AC EFF DATE (YYYYMMDD)		57. CARD EX/ELIG END DATE (YYYYMMDD)	58. PRIVILEGES AUTHORIZED (Enter correct abbreviation AFTER privilege)	
		MC MS C T EU EL					
59. NAME (Last, First, Middle)		60. SEX	61. RELATIONSHIP	62. SSN	63. ID NO		
64. LAST UPDATE (YYYYMMDD)		65. V/I	66. CURRENT RESIDENCE ADDRESS		67. SUPPLEMENTAL ADDRESS INFORMATION		
68. CITY		69. STATE	70. ZIP CODE	71. COUNTRY	72. HOME TELEPHONE NO (Include area code)	73. DATE OF BIRTH (YYYYMMDD)	
74. MBI		75. STU	76. INCAP	77. MEDICARE	78. COLOR EYES	79. COLOR HAIR	80. HEIGHT
81. WEIGHT		82. DATE OF MARRIAGE (YYYYMMDD)	83. ELIG ST/AC EFF DATE (YYYYMMDD)		84. CARD EX/ELIG END DATE (YYYYMMDD)	85. PRIVILEGES AUTHORIZED (Enter correct abbreviation AFTER privilege)	
		MC MS C T EU EL					
SECTION III SPONSOR DECLARATION AND REMARKS	86. REMARKS (Use legal documentation, as applicable.)						
	I have read and understand the "Conditions Applicable to Sponsor or Applicant" printed in Section VIII on reverse. I certify the information provided in connection with the eligibility requirements of this form is true and accurate to the best of my knowledge (If not signed in the presence of the verifying official, the signature must be notarized.)						
	87. SIGNATURE						88. DATE SIGNED (YYYYMMDD)
SECTION IV VERIFIED BY	89. TYPED NAME (Last, First, Middle)		90. PAY GRADE	91. UNIT/COMMAND NAME			
	92. TITLE	93. UIC	94. DUTY PHONE NO	95. UNIT/COMMAND ADDRESS (Street, City, State, Zip Code)			
	96. SIGNATURE		97. DATE VERIFIED (YYYYMMDD)				
SECTION V ISSUED BY	98. TYPED NAME (Last, First, Middle)		99. PAY GRADE	100. UNIT/COMMAND NAME			
	101. TITLE	102. UIC	103. DUTY PHONE NO	104. UNIT/COMMAND ADDRESS (Street, City, State, Zip Code)			
	105. SIGNATURE		106. DATE ISSUED (YYYYMMDD)				
SECTION VI RECEIPT	107. RECEIPT OF NEW CARD IS ACKNOWLEDGED						108. DATE SIGNED (YYYYMMDD)
	109. SIGNATURE						

DD Form 1172, AUG 87 Replaces all previous editions of DD Form 1172 and DD Form 1172-1, which are obsolete. 780746

86NP0047

Figure 3-8.—Application for Uniformed Services Identification Card/DEEW Enrollment, DD Form 1172.

blank DD Form 1172. You are reminded, however, that these forms are probably not being used by now since they are now being prepared using a floppy disk that contains the application format.

Any ID card-issuing activity that can access DEERS through RAPIDS can prepare DD Form 1172 and eventually issue DD Form 2N (ACT) directly to the member. An activity that does not have this capability must complete the DD Form 1172 and tell the member to deliver it to an appropriate ID card-issuing activity, which will issue the member an ID card.

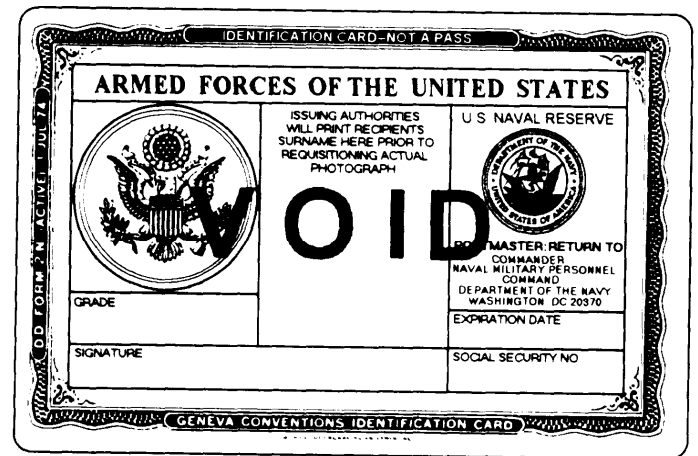
All Navy commands afloat and ashore that issue DD Form 1172s, and uniformed services ID cards issuance facilities without on-line access to DEERS, must use the DD Form 1172 Floppy Disk Application. If your command does not have a floppy disk for completing this form, you should request it from the appropriate activity as reflected in *Identification Cards for Members of the Uniformed Services, Their Family Members, and Other Eligible Persons*, BUPERSINST 1750.10.

You can find step-by-step instructions for completing the DD Form 1172 in BUPERSINST 1750.10. To complete the DD Form 2N (ACT), you can also find step-by-step procedures in the MILPERSMAN, Article 4620150, as well as BUPERSINST 1750.10.

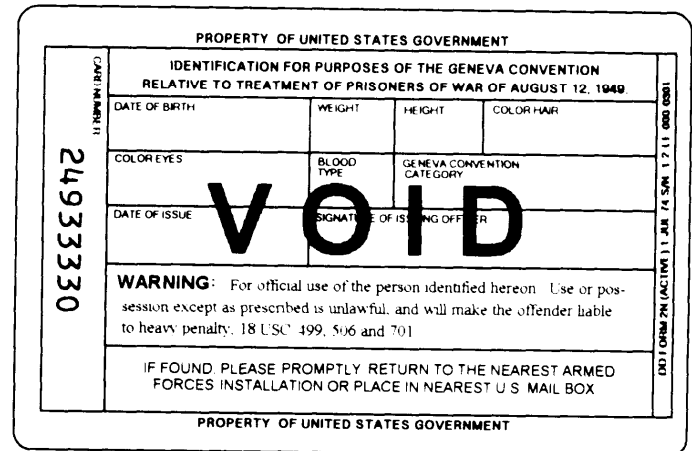
MEMBERS OF THE NAVAL RESERVE ON INACTIVE DUTY

The Armed Forces Identification Card, DD Form 2N (RES) is printed in red security-type ink. It is issued to assist in identification of the bearer as a member of the U.S. Naval Reserve on inactive duty. It is not a pass. This card is the property of the United States and must be kept in the personal custody of the member at all times except when it is required by proper military authority to be surrendered for identification or investigation. Refer to figure 3-9, which shows the front and back of an intentionally voided DD Form 2N (RES).

The DD Form 2N (RES) is issued to members enlisting in the Naval Reserve who are scheduled to attend an initial period of active duty for training and subsequently return to inactive duty to drill. This ID card may be issued to members of the U.S. Naval Reserve in categories of Ready, Standby, or Retired Reserve (retired without pay). It may also be issued to midshipmen of the Naval Reserve (Naval Reserve Officers Training Corps [NROTC] and Merchant



FRONT



BACK

Figure 3-9.—Armed Forces Identification Card, DD Form 2N (RES).

Marine Academy), and to NROTC college program students in their last 2 years of naval science.

As in the case of active duty personnel, a DD Form 1172 is required to be completed before the DD Form 2N (RES) can be issued to the member by an ID card-issuing activity. The DD Form 1172 can be obtained from the naval reserve center or PERSUPDET that maintains the member's records.

The rules for handling and using the DD Form 2N (RES) are similar to those for the DD Form 2N (ACT). The DD Form (RES) may be photocopied when necessary to facilitate administrative requirements, but the reproduction of this ID card for any other purpose is prohibited. Any person willfully altering, damaging, lending, counterfeiting, or using this card in any unauthorized manner is subject to the penalties under 18 U.S.C 499, 506, or 701.

You can find additional information in regard to members of the Naval Reserve on inactive duty and the preparation of the DD Form 2N (RES) in the MILPERSMAN, Article 4620200.

MEMBERS AND FORMER MEMBERS ENTITLED TO RETIRED PAY

The United States Uniformed Service Identification Card, DD Form 2 (RET) is printed in blue security-type ink. It is issued to assist in identifying the bearer as a retired member of the uniformed services entitled to retired pay. It is not a pass. This card is the property of the United States and must be kept in the personal custody of the retired member at all times. It must be surrendered for identification or investigation when required by proper military authority. Refer to figure 3-10, which shows the front and back of an intentionally voided DD Form 2 (RET).

The DD Form 2 (RET) is issued to members of the U.S. Navy and Naval Reserve who are entitled to retired pay. This includes those on the Temporary Disability Retired List (TDRL), members of the Fleet Reserve (FLTRES) entitled to retainer pay, and former members of the Naval Reserve entitled to retired pay under chapter 67 of 10 U.S.C.

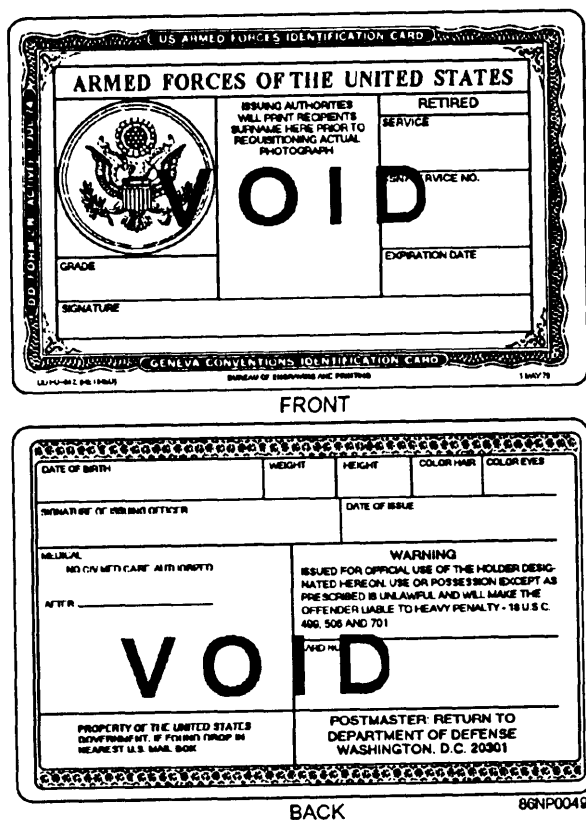


Figure 3-10.—United States Uniformed Service Identification Card, DD Form 2 (RET).

Members retiring from active duty must surrender their active duty ID card as well as their dependents' ID cards before they can receive a DD Form 2 (RET) and their dependents can receive dependent ID cards indicating the member's change in status. DD Form 2 (RET) authorizes access to the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS). By law, active duty members are not entitled to CHAMPUS benefits. For this reason, the DD Form 2 (RET) may not be issued more than 90 days before the member's retirement date. Members going on terminal and/or separation leave should receive a verified DD Form 1172, with an effective date of retirement for their dependents.

The rules for handling and using this ID are similar to those for the other military IDs. The DD Form 2 (RET) may be photocopied when necessary to facilitate administrative requirements, such as admission to medical facilities. The reproduction of this ID card for any other purpose, however, is prohibited. Any person willfully altering, damaging, lending, counterfeiting, issuing, or using a DD Form 2 (RET) in any unauthorized manner is subject to the penalties under 18 U.S.C. 499, 506, or 701.

Personnel who have been retired and require a replacement ID card for themselves or their eligible dependents must go to an ID card-issuing activity such as a PERSUPDET with appropriate documentation to prove their status. Appropriate documents include the Certificate of Release or Discharge from Active Duty, DD Form 214, the current mutilated ID card, and a valid driver's license.

Additional information and preparation instructions concerning ID cards for members and former members entitled to retired pay are contained in the MILPERSMAN, Article 4620250.

DEPENDENTS OF ACTIVE DUTY AND RETIRED MILITARY PERSONNEL

Just as active duty members or retired members are issued ID cards for identification purposes and to gain certain privileges, so are their dependents. Since some of your PN duties may involve issuing ID cards to dependents, you must know the proper rules and guidelines.

DD Form 1173

Authorized dependents are issued the Uniformed Services Identification and Privilege Card, DD Form

1173. Refer to figure 3-11 showing the front and back of an intentionally voided DD Form 1173.

ELIGIBLE DEPENDENTS.— The following dependents are eligible for issuance of this ID card. However, this list is not inclusive.

- Spouses, ant/or unmarried legitimate children, adopted children, and stepchildren under age 21 who have a documented or biological relationship to the sponsor

- Children 21 years old and enrolled full-time in an institution of higher learning are eligible for continued benefits until age 23 as long as they remain unmarried

PRIVILEGES.— Dependents are issued ID cards for the purpose of obtaining benefits for which they are eligible as a result of their dependency. Depending on eligibility, these benefits may range from medical care in civilian facilities and in uniformed services facilities to commissary privileges, theater privileges, and exchange privileges. Whenever you are tasked with typing DD Form 1173s for dependents of active duty or

retired military personnel, make sure you refer to the Entitlement Guide section of the BUPERSINST 1750.10 to determine which privileges to authorize.

DD Form 1172

Before a DD Form 1173 can be issued to eligible dependents, an Application for Uniformed Services Identification Card/DEERS Enrollment, DD Form 1172, is required. DD Form 1172 must be completed according to the guidelines set forth in BUPERSINST 1750.10.

If you are working in the ID Card section of a PERSUPPET that has access to DEERS, you will be able to prepare the DD Form 1172 using the RAPIDS computer and subsequently issue the DD Form 1173 directly to the recipient. If you are attached to a command that does not have a RAPIDS computer, you will be required to use a floppy disk to prepare this form and a printer.

Always make sure you verify eligibility by checking appropriate documents in the member's service record. You are reminded that the Emergency Data/Dependency Application, NAVPERS 1070/602, and, if appropriate, the Dependency Action Status, NAVCOMPT 3072, are not acceptable for determining ID card eligibility of dependents. You should always verify such documents as marriage contract, birth certificates, and/or other legal documents that establish the relationship between the member and the dependents. If information required to determine eligibility for issuance of ID cards is missing from the service record, it is the responsibility of the service record holder and the member concerned to obtain these documents.

ID cards for dependents of retired personnel may be obtained at the nearest PERSUPPET, provided the dependents are enrolled in DEERS. Personnel at the PERSUPPETs are able to verify whether or not dependents are enrolled in DEERS by using the RAPIDS computer.

If the dependents are not enrolled in DEERS because they were recently acquired, you must enter them in the DEERS using the RAPIDS computer. If you are tasked with issuing ID cards for these dependents, make sure you ask for and examine the following appropriate documents:

- Sponsor's DD Form 214
- Sponsor's marriage license

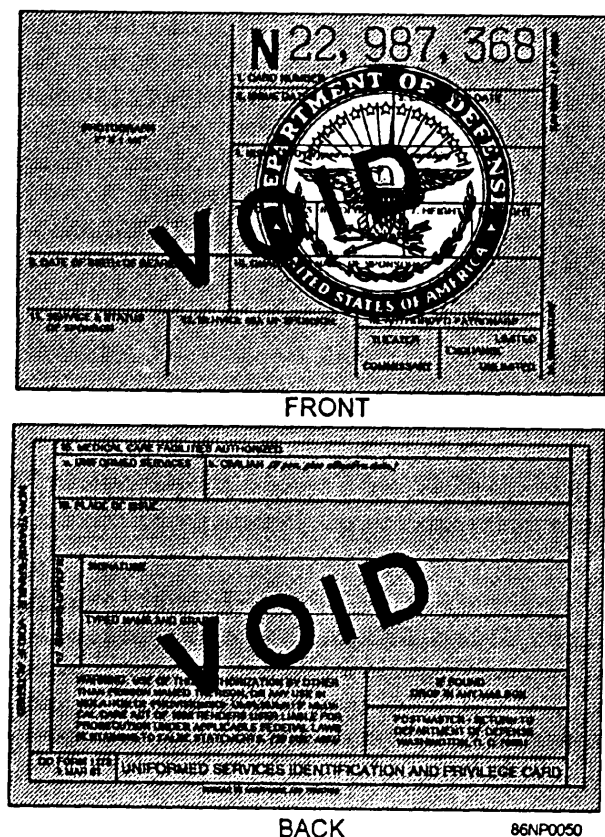


Figure 3-11.—Uniformed Services Identification and Privilege Card, DD Form 1173.

- Dependent's birth certificate
- Sponsor's valid driver's license

You must do this before you prepare the DD Form 1172 and subsequently issue the ID cards DD Form 1173. Make sure you cite these documents in the Remarks section of the DD Form 1172.

AUTHORIZED CIVILIANS

Certain civilian personnel are authorized issuance of the DD Form 1173. Although not inclusive of all civilians authorized to receive this ID, the following list includes the more common examples of civilian personnel who are authorized to acquire and carry DD Form 1173:

- Civilian personnel of the DOD, the uniformed services, and their accompanying dependents when required to reside in a household on a military installation within CONUS, Hawaii, and Alaska are entitled to commissary and limited exchange privileges only. They are not entitled to DOD-sponsored medical care.
- Contract surgeons during the period of their contract.
- Uniformed and nonuniformed full-time paid personnel of the Red Cross assigned to duty with the uniformed services within CONUS, Hawaii, Alaska, Puerto Rico, and Guam, and their accompanying dependents when required to reside in the same household on a military installation.
- Area executives, center directors, assistant directors of the United Services Organizations (USO) when serving in foreign countries and their accompanying dependents when residing in the same household.
- Military Sealift Command (MSC) civil service marine personnel deployed to foreign countries on MSC owned and operated vessels.

These authorized civilians and their dependents are issued DD Form 1173 for ID purposes and to authorize them certain privileges and/or benefits while their sponsors are serving in such positions.

Generally, authorized civilians will obtain these ID cards at the overseas activities to which they are assigned provided there is an ID card issuing authority available. In some cases, however, certain civilian personnel may obtain their ID cards in CONUS. Personnel who are required to live in a household on a military installation located within CONUS can obtain

ID cards at the nearest ID card-issuing authority. Appropriate documents must be cited in the Remarks section of the DD Form 1172.

As a PN, you may be assigned the responsibility of issuing DD Form 1173 to civilians. Whenever you are asked to type DD Form 1173 for civilian personnel and their dependents, make sure you refer to the Entitlement Guide section of the BUPERSINST 1750.10 for preparation instructions and to determine which privileges to authorize.

If you are responsible for processing or issuing armed forces ID cards to any of the personnel we have discussed in the preceding sections, you should inform them that if their ID cards are lost or stolen, they must report this immediately and obtain a new ID cards as soon as practical.

Before we continue with the next section which deals with meal passes, we must tell you about the new holographic ID card that the Department of Defense (DOD) has introduced.

HOLOGRAPHIC IDENTIFICATION CARDS

The DOD is always looking for more efficient ways to combat fraud, waste, and abuse when it comes to the delivery of military benefits and privileges. Consequently, the RAPIDS program office has developed a more secure, machine-readable identification card that links the data on the card to the central DEERS database. To make the current machine-readable ID card more tamper-resistant, a holographic image is being incorporated into the production process.

WHAT DOES THE HOLOGRAM LOOK LIKE

The hologram is a multicolored, three-dimensional image of the Great Seal of the United States layered over the letters "USA." Likenesses of these images appear below in figure 3-12. The colors of the hologram are similar to the colors in a rainbow. The hologram



Figure 3-12.—Likeness of the Great Seal of the United States and the letters USA.

appears in two rows across the front of the card. There will be a minimum of five holograms on the front of each card, and some of the images may be slightly cut off on the sides of the card. Because of the hologram is transparent, the photograph and pertinent data on the ID card are not obstructed by the holographic image.

HOW THE HOLOGRAM WORKS

The holographic image is embedded in the laminating material and bonds to the identification card during the lamination process. The hologram is extremely thin, making it difficult to remove or alter. It is easy to see on the ID card and will not require the use of additional equipment to view. The hologram can be viewed in normal lighting conditions found in office environments or in sunlight. To view the hologram, the ID card should be turned at a 90-degree vertical angle so that the side of the card is up as illustrated in figure 3-13. At this angle, the holographic image of the Great Seal of the United States layered over the letters "USA" becomes prominent. By titling the ID card slowly up and down, the different layers of the hologram can easily be seen.

WHO RECEIVES THE NEW ID CARD

The new ID card with the hologram will be issued to members of the Uniformed Services and their eligible family members as the old ID card expires or replacements become necessary. Presently, there are two valid ID cards in circulation; the old paper ID card and the new bar coded, machine-readable ID card without the hologram. These two versions will be replaced by attrition. The latest ID card containing the holographic image will be phased in. All versions of the ID card will remain valid until they expire or replacements become necessary.

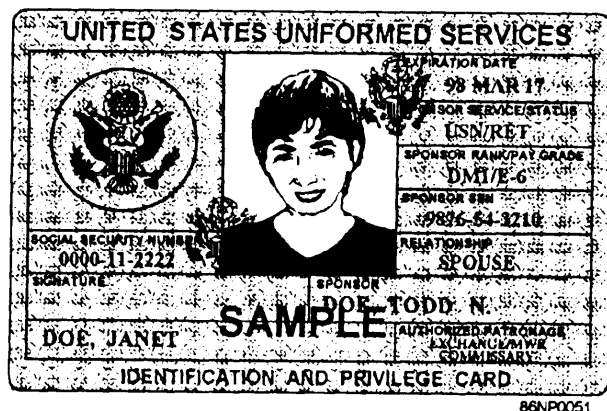


Figure 3-13.—Viewing the hologram ID card.

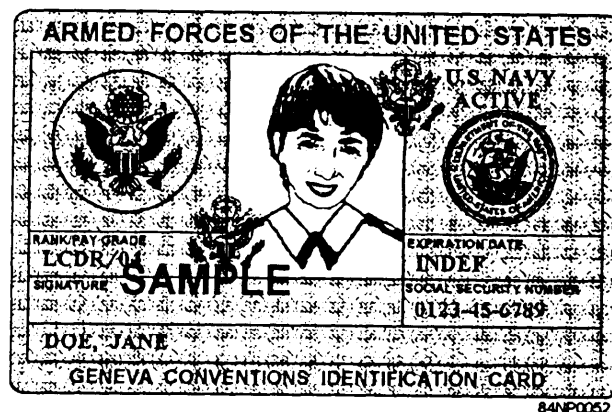


Figure 3-14.—Front section of an active duty holographic ID card.

WHERE ARE THE NEW ID CARDS BEING ISSUED

The new ID cards are being issued by all automated issuing sites around the world. All of the old cards are being replaced in an orderly and cost-effective method. Figure 3-14 shows a front section of an active duty holographic ID card. Figure 3-15 shows a PN using the holographic equipment and accessing the DEERS database.

Now let's shift from military ID cards to another document you will process and issue as part of your PN duties for personnel support—enlisted meal passes.

MEAL PASSES FOR ENLISTED PERSONNEL

Enlisted members on active duty who are entitled to eat meals at government expense in a general mess ashore should be issued a Meal Pass, NAVSUP Form 1105. Refer to figure 3-16, which shows you a sample blank meal pass.

Meal passes are preserialized when printed and are available in colors of white, blue, pink, green, salmon, and yellow. They should be issued and controlled under instructions contained in the *Food Service Management General Messes*, NAVSUP P-486, volume 1, and in the MILPERSMAN, Article 2640140. The possession of a meal pass permits the holder to eat meals at government expense in any Navy general mess. Because it represents a cost to the government, a meal pass is an item of strict accountability.



Figure 3-15.—Personnelman using the holographic ID card equipment and accessing DEERS database.

ACTIVITIES RESPONSIBLE FOR ISSUING MEAL PASSES

Generally, PERSUPPDETs are responsible for issuing and controlling meal passes. In the absence of a PERSUPPDET, the issue and control of meal passes is handled by the command performing personnel and administrative functions. Whether you are assigned to a PERSUPPDET or a command performing personnel support functions, you will likely be responsible for some tasks involving meal passes.

Host Commands

Generally, the commands operating general messes establish their own policies and guidelines

governing the issue and use of the meal passes used at their facilities. This ensures consistency among all tenant units using the activity's general messes. The host command also specifies the colors to be used for each category of personnel and coordinates the procedures for controlling the issue of meal passes with the PERSUPPDET or the command performing personnel and administrative functions.

Meal Pass Log

When a meal pass is issued to an individual, that individual's name, rate, and SSN are typed or printed opposite the pass number in the meal pass log. The log should also contain the date of issue, the expiration date, the member's branch of service, the old card number section, and a section for the person's signature. Figure 3-17 shows you a sample meal pass log.

Meal Pass Card Colors

Different color meal passes are used to identify. Naval Reserve and other military personnel as follows:

- TAR enlisted personnel on active duty are assigned meal passes of a different color for purposes of general mess accounting.

- Naval Reserve enlisted personnel on annual training (AT) and Ready Mariners (4610s) are assigned meal passes of a different color than Regular Navy and TAR personnel on active duty and are recorded and accounted for separately by the general mess.

MEAL PASS — NAVSUP FORM 105-YLW (REV. 7-90)	(Use addressograph plate or type name of holder, serial number, rate, and activity assignment.)	
	PASS No. Y 993328	EDF No.
	VOID	
	SIGNATURE OF HOLDER	EXPIRATION DATE
	PASS MUST BE PRESENTED AT EACH MEAL This person is authorized to eat in the enlisted dining facility indicated. Use of this pass by another constitutes an offense punishable under the UCMJ. The issuing officer will be notified when this pass is lost or found and when authorized user is detached.	
ISSUING OFFICER (Signature and title) S/N 0108-LF-501-1085		

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Figure 3-16.—Meal Pass, NAVSUP Form 1105.

MEAL PASS REPORT									
ALPHA MEAL PASS LISTING WITHIN PSD									
PSD UIC: 43082									
FOR OFFICIAL USE ONLY									
NAME	SSN	RATE	MEAL-PASS-NO	EXP-DATE	UIC	ACTIVITY NAME			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SA	81150859	95-09-30	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SR	81151724	95-12-01	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SN	81153138	96-05-05	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	CT02	81152827	95-12-31	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SR	81152864	96-03-06	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	CT12	81153161	96-03-10	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	CTRSN	81151787	95-12-14	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	EUSN	81151758	95-12-04	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SN	81152646	95-12-31	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SN	81153018	96-04-06	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SN	81152928	95-12-31	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SN	81152698	96-01-10	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	CTR3	81152828	96-02-27	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SN	81152808	96-02-28	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SN	81152693	96-01-30	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SA	81153418	96-05-22	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SN	81153075	96-04-20	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SN	81152768	96-12-30	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	CTR1	81152319	96-01-03	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SN	81150087	95-04-30	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SM1	81153457	95-06-30	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SR	81153103	96-04-28	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SA	81152302	95-08-31	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SM	81153452	96-05-30	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SN	81150742	95-09-29	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SN	81152828	96-03-28	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	CTR3	81100759	95-05-09	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	CTR1	81153475	96-06-05	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SN	81153089	96-03-31	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SN	81140421	95-08-31	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	CT05N	81152811	96-02-24	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	AT2	81152764	96-02-13	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SA	81153144	96-05-05	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SA	81152714	95-12-31	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SA	81152866	96-03-06	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SA	81152745	95-12-30	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SA	81152826	96-12-30	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SN	81151774	95-12-08	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SN	81153104	96-04-28	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SN	81152354	96-03-27	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	CTR1	81153041	96-04-12	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SN	81153478	96-06-05	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SR	81153071	96-12-30	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SR	81153049	96-04-14	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SR	81153061	95-07-31	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	CTR3	81153453	96-05-30	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	CTR1	81153162	96-05-09	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SN	81150368	95-08-08	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	AT2	81153160	96-05-08	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	CTR3	81152885	95-12-31	30922	S CRTNNTC CORRY			
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	CTR5A	81100249	95-06-27	30922	S CRTNNTC CORRY			

86NP0054

Figure 3-17.—Meal Pass Log.

- Different color meal passes also are assigned to enlisted members of other service categories, as determined by local needs.

- Enlisted personnel in a travel status and not receiving the meal portion or per diem maybe issued a different color of meal pass to show entitlement to rations-in-kind.

- Personnel in receipt of commuted rations may be issued a different color meal pass so that a distinction can be made between this category of personnel and enlisted members on temporary additional duty (TAD) or temporary duty (TDY) and in receipt of a per diem allowance to facilitate sales of meal and to make sure proper fees are collected.

PERSONNEL TO WHOM MEAL PASSES ARE NOT ISSUED

The following personnel should not be issued meal passes:

- Inactive reserve personnel
- Personnel receiving basic allowance for subsistence at the rate based on the nonavailability of a government mess

WITHDRAWING MEAL PASSES

Meal passes must be permanently withdrawn from members on detachment or authorization for commuted rations. Temporary withdrawal of meal passes is the responsibility of the command to which the member is assigned.

Meal passes are temporarily withdrawn from personnel going on leave, travel, TDY, or TAD. The meal passes must be surrendered by members when leave papers or orders are picked up. Personnel under orders may eat in the general mess by having their orders endorsed.

LOSS, RECALL, OR CANCELLATION OF MEAL PASSES

Your command, if authorized to issue meal passes, should issue a new meal pass to the authorized member if he or she loses it. Make an entry in the meal pass log by lining through the previous entry that indicates the member was issued a meal pass. The authorized individual who issues meal passes should initial the entry. Your command should also notify the food service officer by letter when a meal pass is lost.

You should destroy permanently recalled meal passes. A column, in addition to the information shown in figure 3-17, should also be included on the meal pass log for recording the date and disposition of meal passes when they are canceled for any reason. The log then provides a ready reference of meal passes status. You should paste the number of the canceled and/or recalled meal pass in the column where you initially recorded the issuance of that meal pass.

PROCEDURES TO FOLLOW WHEN PERSONNEL DEPART ON LEAVE

When meal passes are surrendered at the time that leave papers are picked up, mark the lower right corner of the Leave Request Authorization, NAVCOMPT Form 3065, of personnel entitled to rations-in-kind as follows:

ENTITLED TO ENLISTED DINING FACILITY MEALS EXCEPT DURING PERIOD OF LEAVE.
MEAL PASS NO. _____.

Make sure you include the meal pass number in the space required.

When the meal pass is surrendered, the number of the meal pass is entered in the space provided in the annotation. The leave authorization may then be used instead of a meal pass except during the period when the member is in a leave status. On return of the leave authorization, the meal pass is returned to the member.

When the leave authorization is used instead of a meal pass, the master-at-arms at the general mess should check the commencing and ending hours and date of the leave to make sure a free meal is not being received during the period in which leave rations apply.

SECURITY AND ACCOUNTABILITY OF MEAL PASSES

The possession of a meal pass entitles the holder to consume meals at government expense or to pay only the basic meal charge for meals consumed. Each command must make sure only authorized enlisted members are issued and permitted to retain meal passes. Commands authorized to issue meal passes must maintain strict accountability of on-hand stocks of meal passes. Meal passes must be provided positive security and kept under lock until issued. You should be aware that accountability of meal passes is checked during inspections and audits.

INFORMATION NEEDED BY THE FOOD SERVICE OFFICER

The personnel officer issuing meal passes should provide the food service officer with the total number of personnel entitled to rations-in-kind, broken down by type of personnel such as Regular Navy, Reserve, Marines, and Coast Guard. This information is provided on an as-required basis to meet the reporting requirements of the food service officer.

SUMMARY

In this chapter, we explained the NEC system and identified the NEC system authorities and their responsibilities. We talked about the NEC codes and the ways in which you will use these codes in your duties in personnel support. The chapter also discussed the processing of various personnel requests. We talked about the enlisted personnel action request and

provided information on the proper submission procedures. We also discussed hardship discharge requests and humanitarian reassignment requests. We explained the criteria that must be met before a member can apply and told you about other important information pertaining to these requests. We also explained how your duties in personnel support may involve your recognition of various ID cards and their processing and issuing procedures. Last, we explained the importance of meal passes and some personnel support tasks for which you may be responsible.

This chapter has provided you with information on some very important aspects of personnel support. Of course, it has not told you everything about this important area with which you will be continually involved during your career. In the remaining chapters of this TRAMAN, you will read about several other important areas of personnel support.